



**Contracts Specialist 3**  
**Management Services Division**

**Salary:** \$49,368 - \$64,740 per year (Range 58)

**OPENS:** March 4, 2010

**CLOSES:** March 11, 2010

**Location:** Olympia, Washington

**AGENCY PROFILE**

The Washington State Department of Information Services (DIS) provides quality and reliable computing, telecommunications, and Internet services to state and local agencies, tribal governments, educational institutions, and not-for-profit organizations.

As the technology leader for Washington State, DIS provides innovative services so that government agencies can successfully serve the public. DIS also provides support to the Information Services Board (ISB) and other committees.

**JOB OVERVIEW**

This position reports directly to a Contracts Manager and provides expert consultation in contractual matters and develops legally compliant procurement and contract documents, reports, policies and procedures that support and further the business of the agency.

The Contracts Specialist 3 will join the Office of Legal Services (OLS), a working team of legal and procurement professionals. This position requires consistent use of independent judgment in a wide variety of substantive areas providing expert consultative, analytical, writing and research services to advise and support management in diverse and complex statewide, agency-wide, and division specific contractual matters.

**PRINCIPAL RESPONSIBILITIES**

- Plan, organize and manage multiple complex procurement projects, including Requests for Proposals, Requests for Quotations and Qualifications, Requests for Quotations, and second tier competitions.

- Apply advanced principles of procurement and project management to develop legally compliant procurement and contract documents, reports, policies and procedures that support and further the business of the agency.
- Draft and negotiate contracts, statements of work or work orders, service level agreements, amendments and other agreement documents, demonstrating an understanding and effective application of the various procurement authorities.
- Maintain procurement and contract records according to professional standards and audit requirements, developing and delivering procurement or contract-related reports to agency executives, and collaborating with OLS team members to ensure quality and accuracy of database and contract records.
- Conduct product and market research and analysis and provide input to contract managers and business managers.

## **QUALIFICATIONS**

- Bachelor's degree involving major study in business administration, public administration, or closely allied field along with three years of experience in preparing, negotiating or administering contracts. A Master's degree in a pertinent field may be substituted for a year of experience or a law degree may be substituted for two year's experience; or additional qualifying experience may be substituted, year for year, for the required education.
- Excellent communication skills that include a demonstrated ability to clearly explain objectives, strategies, rules, policies, and/or procedures in a way that ensures understanding and cooperation with diverse audiences.
- Outstanding customer service skills with experience building and maintaining internal and external customer satisfaction.
- Attention to detail and a high degree of professionalism.
- Proven ability to accept personal responsibility for the quality and timeliness of work.
- Demonstrated positive attitude and team player.

## **DESIRABLE QUALIFICATIONS**

- Demonstrated experience in information technology field (software licensing, hardware or services contracts).

- Knowledge of Washington state laws and regulations governing government contracting.
- Three or more years of experience composing clear, understandable, technically correct documents from drafts, templates, samples, or other instructions.
- Negotiating experience.
- Policy development experience.

## **WORKING FOR DIS**

DIS is an agency on the move. With a talented workforce that has a depth of knowledge and understanding of information technology, DIS provides constructive, reliable and responsive services for all their clients.

DIS offers extensive opportunities for career growth and personal development through workshops, seminars, and other training opportunities as well as a tuition reimbursement program and promotional opportunities.

As one of the top ten places in the country for business and careers (Forbes' Magazine, 2007), and conveniently located at the crossroads of business and leisure, Olympia has become the preferred destination zone for business professionals in the Pacific Northwest.

Olympia is on the Puget Sound and is within easy driving distance of the rugged Olympic National Park, the city of Seattle, Mt. Rainier, Mt. St. Helens, and Pacific Ocean coastal beaches: all offering ample outdoor recreation opportunities. Home to an internationally-recognized educational institution and a vibrant arts scene, Olympia is also the location of the outstanding Farmer's Market, located at the downtown waterfront.

## **EMPLOYEE BENEFITS**

The State of Washington offers a comprehensive and competitive package of benefits to match the needs of our diverse workforce. DIS eligible employees can choose from our outstanding [benefit package](#) including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; deferred compensation plans; educational benefits program; paid holidays; Commute Trip Reduction Incentives; training; and state retirement plans.

## **SPECIAL NOTES**

This position is covered by a union security provision. Therefore, as a condition of employment, candidates who are appointed are required to become members

of the Washington Federation of State Employees, or pay other representational fees within the first 30 days of employment.

This announcement may be used to fill multiple vacancies.

## **HOW TO APPLY**

Interested applicants should submit the following documents:

- A letter of interest describing in detail how you meet the Qualifications listed in this announcement;
- A [Washington State Application](#);
- Resume
- A list of at least three professional references including names, professional titles and current phone numbers.

**Please send your application materials via e-mail to [hro@dis.wa.gov](mailto:hro@dis.wa.gov).** The emailed application materials will be accepted as the original.

Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, may call (360) 902-3543 or Telecommunications Device for the Deaf 1-800-833-6388.

## **APPLICANT PROFILE FORM**

As a separate part of the application process, you are requested to voluntarily complete and return the [Applicant Profile](#) sheet with your completed application. This information will be treated as confidential. This page will be separated from your application and used by authorized personnel only.

*The Department of Information Services is an equal opportunity employer.*